

Fort Jackson Environmental Compliance Checklist

August 2016

Organization	Building #	ECO/ POC	Date
KEY: C = Compliance NC = Noncompliance N/A = Not Applicable * = Admin Note on back			Status
1. TRAINING			
A. Is there a Primary Environmental Compliance Officer (ECO) assigned and on appointment orders?.			
B. Is there an Alternate ECO (ALT ECO) assigned and on appointment orders?			
C. Has the ECO/Alt ECO attended Fort Jackson's ECO course and received a certificate of completion?			
D. Has the organization conducted, annual environmental awareness training and maintained a record of attendance for three years?			
2. ADMINISTRATION (FJ Environmental Binder)			
Does the organization have the following current Regs and Documents?			
A. FJ Hazardous Substance Management Plan (HSMP)(September 2014)?			
B. FJ 200-9 Qualified Recycling Program (QRP)(August 2014)?			
C. FJ Environmental Guidebook(March 2016)?			
D. Army Reg 200-1 (December 2007)?			
E. FJ Reg 200-8 (June 2005)?			
F. Hazardous Chemical Inventory Forms (HCIFs) (Submitted to the HMMS Office by the 10th of each month)			
G. Environmental Compliance Checklist (Completed Monthly)			
H. Is the ECO designation poster displayed?			
I. Does the organization have any demolition, renovation or construction taking place?			
J. If so, has a Work Order and Record of Environmental Consideration (REC) been completed?			
3. HAZARDOUS MATERIAL (HM)			
A. Are Safety Data Sheets (SDSs) available for all HMs used/ stored at the organization?			
B. Are SDSs located at or near the point of storage?			
C. Is the amount of HM in storage limited to 30 gals or short-term needs? HM MUST NOT BE STOCKPILED!!!			
D. Are containers of HM closed and in good condition (no leaks, dents, or odors)?			
E. Are containers properly labeled as to their contents?			
F. Are incompatible materials separated from each other?			
G. Are storage areas/ flammable lockers labeled, protected from rain entering them and away from storm drains?			
H. Are flammable materials (i.e. oil-based paints, spray paints, fuel, etc.) stored IAW FJ Fire Department regulations?			
I. Are parts washer/weapon cleaning tanks kept closed when not in use and have secondary containment under them?			
J. Are spills and stained soil promptly cleaned up and properly disposed of? Note: Use the ENV Guidebook for assistance.			
4. UNIVERSAL WASTE (UW)			
Are containers of UW managed IAW the FJ HSMP? i.e.(Lamps, Lead acid batteries, mercury containing equipment).			
Note: UW includes lamps (Florescent light bulbs), Lead acid batteries, mercury containing equipment, and pesticides.			
A. Containers labeled with name and accumulation start date? (must be turned into ENV within 6 months from the start date)			
B. Containers taped or sealed closed			
C. Are UW containers marked with the correct name and accumulation start date?			
5. TOXIC SUBSTANCES			
A. Are asbestos containing materials being managed properly?			
6. STORMWATER/SPCC			
A. Are any materials being released into the environment via storm drains? (i.e. mop water, cleaning solutions, and POLs)			
B. Are POLs and hazardous materials stored in a manner to prevent release to the environment?			
C. Are spill kits available for rapid response to contain and cleanup spills?			
D. Do all leaking government vehicles have drip pans in place to catch the fluids?			
F. Are dumpsters in your area of responsibility not damaged, leaking, and have drain plugs installed?			
G. Are above-ground storage tanks being checked for leaks, damage and proper labeling?			
7. RECYCLING			
A. Is there an organization recycling program as required by the FJ 200-9 Installation Qualified Recycling Program (QRP)?			
B. Are trash cans free of recyclable materials (i.e. paper, plastic, aluminum, glass, cardboard, metal etc.)?			
C. Are recycling containers free of trash?			
D. Are trash dumpsters free of recyclable items and yard debris?			
8. SOLID WASTE/POLLUTION PREVENTION			
A. Is all yard waste and bulky trash taken to the Mulch Site on Golden Arrow Road?			
B. Are energy and water conservation measures in place?			
C. Does the organization take excess items (such as paint or office supplies) to the Reuse Center?			
D. Does the organization check the Reuse Center before purchasing new hazardous substances?			
9. FIELD TRAINING (if applicable)			
A. Are MRE heaters being used or activated prior to disposal?			
B. Has approval been obtained prior to cutting or removing any tree? (Contact Forestry Branch at 751-4622).			
C. Does the unit have fuel storage and/or generators? If so,			
Last, First, MI: _____ Signature: _____ Date: _____			